

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE 15-07

ISSUE DATE: 11/11/15
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

AS FM LM TC
 CR IT ML TR
 FL JC TA WIA
 YA

TO: Workforce Development Board Directors
Chief Local Elected Officials
Workforce Development Board Chairs

FROM: Scott Jansen, Division Administrator



RE: Issuance of Performance Incentive Awards for Workforce Investment Act (WIA)
Performance in Program Year 2014 (PY14)

BACKGROUND: Each program year, Workforce Development Boards (WDB) are expected to meet or exceed performance goals. In accordance with the Workforce Innovation Opportunity Act (WIOA), states have the option to award incentives for outstanding performance.

The Department of Workforce Development's (DWD) policy for WIA performance incentive awards for PY14 was outlined in Administrator's Memo 15-01

POLICY: For PY14, DWD Secretary Newson allocated \$100,000 to reward those WDBs whose performance in the common measures was exemplary.

To determine the aggregate average for each WIA program, the rates of achievement for each measure within a program were added and then divided by three. In order to be eligible to receive incentive funds, a WDB must achieve an aggregate average of at least 100% of the negotiated performance benchmarks within each program (Adult, Dislocated Worker, and Youth). Any WDB that did not meet any performance measure (actual performance level less than 80% of the negotiated level) was ineligible for an incentive award. The allocations are based upon the total aggregate average of the WIA common measures.

*PROGRAM CATEGORIES:

AS--Apprenticeship
Standards
CR--Civil Rights
FL--Foreign Labor
Certification

FM--Financial Management
Requirements
IT--IT Systems
JC--Job Center

LM--Labor Market
Information
ML--Migrant Labor
TA--Trade Assistance

TC--Tax Credit Programs
TR--Transportation
WIA--Workforce
Investment Act
YA--Youth Apprenticeship

Adult and Dislocated Worker		Youth
Entered Employment Rate		Attainment of Degree or Certificate
Employment Retention Rate		Literacy/Numeracy Gain
Average Earnings		Placement in Education/Employment

The following WDB earned a performance incentive award for PY14:

	Adult	Dislocated Worker	Youth	
WDB	Award	Award	Award	Total
3. W-O-W	\$33,334	\$33,333	\$33,333	\$100,000

MONITORING OF PERFORMANCE ACTIVITIES: The failure to properly document data pertaining to performance incentive awards will result in the issuance of monitoring findings. Incentive awards may be rescinded if a WDB's performance renders it ineligible for the incentive award without the properly documented performance data.

Activities leading to performance incentives, e.g. TABE assessment entries, supplemental employment documentation and uses of the incentive funds, e.g. detailed documentation of staff development provided by whom and to whom, will be monitored by the Division of Employment and Training (DET) program staff in a subsequent monitoring cycle to determine that the WDB was in compliance with the appropriate Administrator's Memo. Usage of performance incentive funds will be monitored by DET Fiscal Staff in a subsequent monitoring visit.

ACTION SUMMARY STATEMENT: By December 15, 2015, WDBs that earned a performance award must submit their plan for the performance incentive award funding to Bureau of Workforce Training Director, Phil Koenig at phil.koenig@dwd.wi.gov. The WDB will be notified of concurrence with their plan by DWD within 10 business days of receipt whether their plan is approved. The awarded WDB should inform Director Koenig into which program they would like the award deposited.

The funds must be used in a consistent and same manner, allowable under WIA and under the local area's WIA plan. In accordance with WIA Rules § 666.410, local incentive awards may be used for activities allowed under WIA Title I-B. During this period of transition without the publication of the formal WIOA rules, the local incentive awards may be used for allowable activities under WIOA Title I-B.

The addition of funds will be a unilateral modification by DET. No local plan revisions are required. Funds for this disbursement are from WIA statewide activity funds. Performance award disbursements must be expended by June 30, 2016.

DET requires that as a condition of accepting the performance award, each awarded WDB must submit a narrative report on how the funds were used, a financial statement of the used funds, and the results/impact derived from them. That report is due to the Local Program Liaison by July 15, 2016. Awarded WDBs are encouraged to prepare their narrative report in a thorough manner matching the serious nature of receiving statewide funding for local activities.

WIOA TRANSITION: PY15 is a transition year from the WIA performance accountability system to the WIOA performance accountability system in PY16. Future incentive policies will be considered and recommended by the WIOA Performance Advisory Committee. New incentive policy recommendations will be coordinated through the Council on Workforce Investment Talent Development and Planning Committee.

CONTACT:

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ATTACHMENT:

Achievement and Allocation Spreadsheet